

## Mundy Township Job Description

### Building Official

#### General Statement of Duties

Building Officials are responsible for the daily operation of the building department and in order to do so they must possess an extensive knowledge of local building codes, policies, procedures and terminology used in the industry. Duties include servicing, maintaining, and retaining existing accounts with all existing jurisdictions while identifying areas of improvement in customer service levels. Position requires solid project management skills in managing multiple projects and priorities simultaneously. Building Official performs a variety of duties and must have the ability to exercise initiative and a considerable amount of independent judgement. Duties require performing administrative responsibilities in a timely fashion and managing personnel effectively. Works under the supervision of the Township Supervisor.

#### Duties and Responsibilities

- Maintain a professional appearance and image.
- Suggest/recommend procedures and processes to improve operations.
- Be available, responsive, knowledgeable, and cordial to customer and client requests for information.
- Answer code related questions from builders and the general public.
- Work with building officials, plans examiners and inspectors to develop customer handouts and checklists.
- Identify projects requiring outside technical resources – structural, mechanical, electrical engineering or other special plans examiner skills not present in the office. Manage the process of utilizing these services.
- Develop and implement procedures to ensure inspections and plan reviews are completed as committed to the customer and that there is consistency in inspection practices throughout the office.
- Interpret and enforce the adopted building codes for each jurisdiction under area of responsibility.
- Perform periodic site visits to review on-going projects (commercial and residential) to spot check inspector's work with focus on consistency in inspections.
- Performs the duties of a field inspector.
- Perform periodic in field reviews to verify that field inspections are complete, consistent, and accurate, and that code compliance issues are identified and addressed.
- Randomly and periodically calculate permit and plan review fees manually and compare to software calculations.
- Generate and interpret reports from software that have a direct impact on township permits issued, inspections/stops being performed, plan review turnaround times, and other key office performance/productivity indicators.

- Serve as technical resource and provides court testimony in regards to codes adopted by the municipality.
- Attend township board meetings, planning meetings, zoning board of appeals meetings or pre-construction meetings as required or requested.
- Performs the duties of a plans examiner.
- Calculate building, mechanical, plumbing, and electrical (if qualified) code requirements and verify against what was submitted.
- Attend 8–16 hours of technical training each year.
- Recommend code modifications and/or additions as necessary to keep codes current.
- Execute sound safety practices in the execution of daily activities and wear proper safety equipment at job sites. Keep safety equipment in proper working condition and notify supervisor of any malfunctioning or missing safety equipment.
- Provides professional and personal growth opportunities for employees.

The statement of tasks above is intended to be illustrative of the many duties that may be assigned. It is not to be interpreted to describe all of the duties an employee in this job classification is required to perform.

#### Qualification Requirements

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

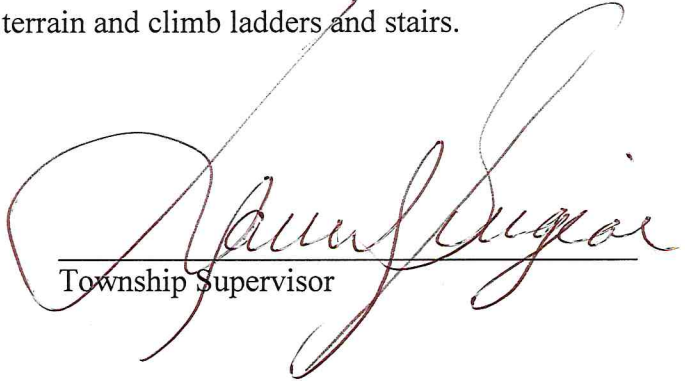
#### Required Knowledge, Skills, and Abilities

- High school diploma or equivalent.
- Valid driver's license and good driving record.
- Demonstrated work experience interfacing directly with customers to solve customer problems is required.
- Construction experience desirable and any combination of training or experience which provides the required knowledge, skills, and abilities.
- Acceptable areas of practical experience in construction disciplines (military or industry): HVAC repair technician, building contractor, mechanical or electrical, etc.
- ICC Building Plans Examiner certification is required.
- ICC Residential Building and Commercial Building Inspector certifications are required.
- ICC certification as combination residential or commercial inspector is highly desirable.
- ICC designation as a Certified Building Official is required.

Special Requirements

- Must be able to lift a minimum of fifty (50) pounds.
- Must be able to work in confined spaces and outdoors under varying climate conditions.
- Must be able to walk over rough terrain and climb ladders and stairs.

6-13-16  
Date Implemented

  
Township Supervisor

Approved 06/13/16